

**AF FCC
AIR FORCE EXECUTIVE OFFICE AND CONFERENCE
FURNITURE
BLANKET PURCHASE AGREEMENTS**



Mandatory Use Ordering Guide

Version 1.1

04 August 2014

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Conference Furniture
BPAs
Mandatory Use
Ordering Guide**

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1.0 Background

Historically, the Air Force (AF) has used a tactical approach to purchasing required office furniture. This approach did not effectively leverage the Air Force's total volume for these types of purchases, and resulted in higher than necessary cost. On 22 March 2009, the Deputy Assistant Secretary for Contracting established the Air Force Furnishings Commodity Council (AF FCC) to help improve cost efficiencies and ultimately reduce the total cost of ownership of furnishing procurements. The AF FCC -- in partnership with a cross-functional team comprised of AF Interior Design Personnel, Strategic Sourcing and Contracting Specialists, as well as Furniture Acquisition Specialists from the General Services Administration (GSA) – recently standardized AF Executive Office and Conference Furniture requirements and competitively awarded three AF-Wide Blanket Purchase Agreements (BPAs) for the continental United States (CONUS). Mandatory use of the BPAs will minimize duplication of effort, standardize requirements, and leverage purchasing power to reduce total life-cycle costs.

1.1 Purpose

To provide customers with guidance on ordering executive office and conference furniture using the AF Executive Office and Conference Furniture BPAs established under GSA Multiple Award Schedule (MAS) 71. BPA Numbers and Vendor information is provided below:

SCS	
BPA No:	FA8003-14-A-0004
Web:	www.scsiss.com
POC:	James Combs
Phone:	(888) 882-1520
Email:	Jcombs@SCSiss.com
Fax:	(800) 784-7514

Miller's of Columbia	
BPA No:	FA8003-14-A-0005
Web:	www.millersinc.com
POC:	Melanie Williams
Phone:	(803) 223-6109
Email:	melanie.williams@millersinc.com
Fax:	(803) 254-4452

EFWDC	
BPA No:	FA8003-14-A-0006
Web:	www.EFWDC.com
POC:	Richard E. Mellish
Phone:	(301) 622-9584
Email:	efwdc@efwdc.com
Fax:	(301) 622-7729

This guide provides guidance to place BPA Calls/Orders under the BPAs for AF customers, local contracting offices, and AF FCC personnel.

2.0 Scope

The FCC was chartered with strategically sourcing office furnishings across seventy-one AF CONUS installations. The FCC has an approved set of executive office and conference furniture requirements that position the AF to strategically source executive office and conference furniture. The FCC determined that there was an opportunity to reduce cost, standardize requirements, and reduce acquisition lead time to ultimately deliver products at a lower cost through negotiated volume. GSA was determined to be the most appropriate contracting vehicle, providing familiarity and quality products, while reducing performance risk. Three Blanket Purchase Agreements (BPAs) were awarded through GSA Schedule 71. The selected vendors are small businesses who offer a variety of office furniture such as wood veneer and plastic laminate desks and hutches, credenzas, bookcases, conference tables, and reception desks, and tables, as well as accessories. The Product Supply Code (PSC) is 7110. This product supply code is used for all office furniture.

The Executive Office and Conference Furniture program is covered under North American Industry Classification System (NAICS) code 337211 – Desks, wood office-type, manufacturing. This NAICS code includes the following products:

- Office type wood desks
- Office type wood tables
- Office type wood bookcases
- Office type wood lateral files
- Accessories
- Services

2.1 Mandatory Use

Effective immediately, all AF contracting offices and Government Purchase Cards (GPC) holders in the continental United States shall use the Executive Office and Conference Furniture Blanket Purchase Agreements (BPAs) to purchase all AF executive office and conference furniture. If an AF Contracting Office or GPC holder believes any particular executive office or conference furniture purchase is outside the scope of this mandatory program (e.g. Non-AF funded, Non-AF end user, joint base MOA, etc.), the AF Contracting Office or GPC holder must submit a formal waiver request (Attachment 1, template). AFICA 771 ESS is the only organization with the authority to approve or deny a waiver.

Applicability of Required Sources of Supply to Orders

The AF EOCF CO thoroughly considered all mandatory sources of supply as required by FAR 8.002 during development of the executive office and conference furniture program. Required sources were invited to provide information during the market intelligence phase. The only required source to have executive furniture was FPI. As a result, FPI's items were reviewed for comparability and notice of the solicitation was sent to them. FPI did not provide a quote and no further consideration could be given. At the BPA level, the CO has determined that FPI's items are not comparable in terms of price and delivery to those required of this program. This determination applies to the BPAs as well as any resultant orders

placed under the BPAs. As such, buyers at the order level are not required to re-address the required sources of supply at FAR 8.002.

2.2 Authorized Customers

BPA use will be restricted to AF executive office and conference furniture acquisitions or any projects utilizing AF funds. Contracting Officers (CO) or Government Purchase Card (GPC) holders buying AF executive office and conference furniture are authorized to use these BPAs. Other service departments and federal agencies are not authorized to use these BPAs unless they have a joint base agreement with the AF or AF base. For example, USACE may use the BPAs to execute a MILCON on behalf of an Air Force installation. Air Force Executive Office and Conference Furniture BPAs are Mandatory Use for all AF CONUS installations. In any situation where the purchase is made by an AF installation/buying office for a non-AF customer, the buying office should review any local policies/host tenant agreements and request a waiver for use of the program. Although it is not mandatory for OCONUS, AF Reserves, and Air National Guard to use these BPAs, it is highly encouraged.

2.3 Ordering Periods

AF Executive Office and Conference Furniture BPAs cannot exceed the period of performance of the vendor's GSA Federal Supply Schedule (FSS) 71 contract. The BPAs will expire upon expiration of the vendor's GSA FSS contract against which the BPA is written or 24 Aug 19, whichever occurs first. The BPA period of performance is provided below:

- Base Year Aug 27, 2014 - Aug 26, 2015
- Ordering Period 1 Aug 27, 2015 - Aug 26, 2016
- Ordering Period 2 Aug 27, 2016 - Aug 26, 2017
- Ordering Period 3 Aug 27, 2017- Aug 26, 2018
- Ordering Period 4 Aug 27, 2018 - Aug 26, 2019

2.4 Contracting Officer and Program Manager

All program correspondence and deliverables should be sent to the following AF FCC E-Mail address: AF.FCC.Executive.Off@us.af.mil

The CO is the only person authorized to make or approve changes to the BPAs.

Please utilize the following POCs for questions:

SrA Jessica Carlton
Contracting Specialist
771 ESS/EGC
(937) 257- 0704
DSN 787- 0704
jessica.carlton.2@us.af.mil

SrA Turner Hart
Contracting Specialist
771 ESS/EGC
(937) 257-0070
DSN 787-0070
turner.hart@us.af.mil

The AF FCC Program Manager (PM) is responsible for inspection and acceptance of the AF Executive Office and Conference Furniture Spend Reporting Requirement as specified in the BPAs. However, **all program correspondence and deliverables should be sent to the general AF FCC E-Mail address: AF.FCC.Executive.Off@us.af.mil**

The AF FCC PM assigned to the AF Executive Office and Conference Furniture BPAs is:

Mrs. Marcy Roppe Bernard
NCIDQ, PMP
Furnishings Program Manager
771st Enterprise Sourcing Squadron
1940 Allbrook Drive
Wright-Patterson AFB OH 45433
(937) 257-2879
DSN 787-2879
Marcella.roppe_bernard.2@us.af.mil

2.5 Effective Use of Manufacturers' Warranties

Prior to replacing existing executive office and conference furniture equipment, the customer is required to review any/all existing warranties associated with the existing furnishings to determine if a warranty claim will eliminate the need for a new purchase. If current warranties exist, the owner/user is required to contact the executive office and conference furniture provider for repair/replacement of the equipment covered by existing warranties in accordance with (IAW) established protocols. If equipment is not under an existing warranty, continue with the next steps in the ordering process.

2.6 Waiver Process

Waivers to the program will be considered on an individual project basis. 771 ESS/EGC (the FCC) is the only organization that has the authority to approve waivers. If you feel that you have legitimate reasons (i.e. sizes due to special restrictions) why this program will not work for your project, you can complete and submit a Waiver for consideration to the FCC via email at: AF.FCC.Executive.Off@us.af.mil. A waiver template is included as Attachment 1. If your waiver request is approved, please attach the approved request to your contract instrument. Please be advised that waiver requests are closely scrutinized and require thorough documentation.

All waivers should be sent to: AF.FCC.Executive.Off@us.af.mil

2.7 Shipping Information

Products are shown in the catalog at FOB Origin prices, and do not include shipping or other related costs. This is done so all associated costs (shipping, installation, etc.) can be easily identified and compared across all responses to determine the lowest total cost. FOB Origin pricing does not change when the government takes title or acceptance of any project or items. Destination terms, as mandated by the BPA, allow for the recipient to refuse acceptance of the product if damaged or missing items. Any damaged items or misdirected shipments will be repaired/replaced under the FOB Destination terms as stated in the BPA.

2.8 GSA Training Assistance

Go to www.gsa.gov/csds to find your GSA Federal Acquisition Service (FAS) Representative for training and/or general assistance with purchasing under AF Advantage! and/or Ebuy.

3.0 AF Executive Office and Conference Furniture Decentralized Ordering Process Steps

The AF Executive Office and Conference Furniture Decentralized Ordering Process encompasses all activities required to successfully order executive office and conference furniture, under the mandatory requirements of FAR 8.405-1(c), Ordering from Multiple-Award BPAs, and the fair opportunity requirements of DFARS 208.4. Table 1 provides an overview of the ordering process and identifies responsibilities. The steps of the ordering process and responsible parties are illustrated in greater detail following the table.

3.1 Ordering Process Steps

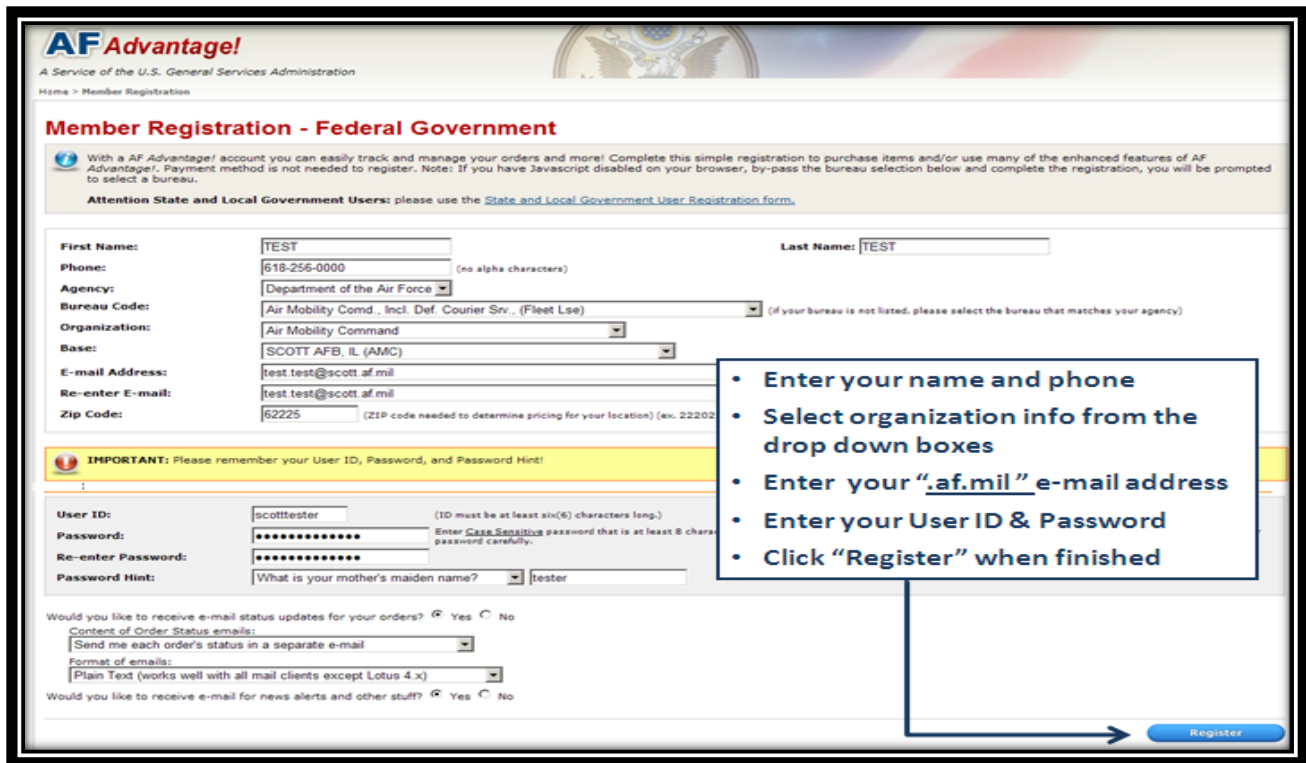
Table 1: AF-Wide Executive office and conference furniture Decentralized Ordering Process Steps

AF Executive Office and Conference Furniture Decentralized Ordering Process	
Register on AF Advantage website: www.afadvantage.gov	Customer
Review AF Executive Office and Conference Furniture Mandatory Use Policy Letter on <i>AF Advantage</i> .	Customer
Complete Independent Government Cost Estimate (IGCE) & Request for Quote (RFQ). <i>Please utilize the online BPA vendor catalogs ONLY to develop the IGCE and to ensure item descriptions and line item numbers are referenced consistently in the IGCE, RFQ and subsequent award document.</i> <i>If you require more detail, or need to provide more information to the vendors on your RFQ (such as shipping, ganging, or other complexity) please attach a separate document to your RFQ in AF Advantage!.</i>	Customer

To begin registration, go to AF Advantage!: <http://www.afadvantage.gov>.



Complete AF Advantage registration.



- Enter your name and phone
- Select organization info from the drop down boxes
- Enter your “.af.mil” e-mail address
- Enter your User ID & Password
- Click “Register” when finished

For GPC purchases: Continued below in Section 3.2

For non-GPC purchases: Skip ahead to Section 3.3

3.2 Process steps for GPC orders

Review Mandatory Use Policy Letter for AF Executive Office and Conference Furniture BPAs.

Complete IGCE (for internal government use only) and RFQ. *Please utilize the online BPA vendor catalogs ONLY to develop the IGCE and to ensure item descriptions and line item numbers are referenced consistently in the IGCE, RFQ and subsequent award document.*

If you require more detail from the vendors than that found in their BPA catalogs, or need to provide more information to the vendors on your RFQ (such as shipping, ganging (linking separate items together), or other complexity) please attach a separate document to your RFQ in AFAdvantage that specifically states the required information or provide the added details of the requirements.

Table 2: AF-Wide Executive Office and Conference Furniture Decentralized Ordering Process Steps: GPC Users

AF Executive Office and Conference Furniture Decentralized Ordering Process: <u>GPC Users</u>			
Steps	Description	Completed By	Screenshots (see below)
1	Complete required fields within the RFQ on GSA e-Buy and select 'Continue'. Receive quotes and review to ensure compliance with BPA Specifications/Statement of Work (SOW). GPC card holders should ensure that prices offered are at or below the not-to-exceed (NTE) prices of the BPA. Award to lowest priced, technically acceptable (LPTA) quote.	Customer	GPC 1 – GPC 8
2	The vendor receiving the BPA Call is to perform IAW terms and conditions of the BPA and BPA Call. The vendor can accept payment directly from the cardholder.	Vendor	N/A
3	Customer receives delivery and performs acceptance inspection of executive office and conference furniture. If no issues, the purchase is complete. If there are issues, please contact the vendor.	Customer	N/A

***Refer to Screenshot GPC 9 for assistance with any issues or questions.**

GPC 1

Products

- Building & Industrial
- Electronics & Technology
- Facilities & Supplies
- Furniture & Furnishings
- Law Enforcement, Fire & Security
- Office Equipment
- Office Supplies
- Office Supplies & Equipment FSSI
- Scientific & Medical
- Tools, Paint & Recreational
- Vehicles & Equipment

Services

- About Buying Services
- Energy Services
- Environmental Services
- Facility Management Services
- Furniture Services
- Human Capital Services
- Office Services
- Professional Services
- Security & Law Enforcement
- Technology Services
- Training Services
- Transportation Services
- Travel Services
- Vehicle Buy/Lease Services

Message Center

No Messages

Special Programs

- Disaster Relief Products
- Security Related Products
- Ability One Products
- Buying Services? Check out eBay

Services

- AF Executive Office and Conferencing
- AF Wide Filing and Storage furn
- CMAS-Continuous Monitoring as
- Email as a Service - Government
- Email as a Service - Government
- Email as a Service - Private Cl
- Email as a Service - Provider F
- Email as a Service - Public Clo
- Email as a Service - Public Clo
- Email as a Service - Secret Enc
- Energy Services (CES)
- FSSI Print Management-Device Pl
- FSSI Print Management-Fleet Ass
- FSSI Print Management-Managed P
- FSSI Wireless
- IaaS-Cloud Storage
- IaaS-Virtual Machines
- IaaS-Web Hosting
- JANSAM - Cleaning Compounds and
- JANSAM - Motorized Floor Cleani
- JANSAM - Non-motorized Cleaning
- JANSAM - Paper Products and Rel
- MRO - Hardware
- MRO - Paints, Adhesives and Sea
- MRO - Tools and Tool Cabinets
- NITCP - Computers
- NITCP - Data Center Equipment
- NITCP - Mobile Solutions
- NITCP - Monitors

Click the "Services" drop down, then select "AF Executive Office and Conferencing Furniture".

GPC 2

AIR FORCE Advantage!
Online Shopping

Welcome | My Account | NSN Ordering | Get Quotes | Help | Logout

A service of the U.S. General Services Administration

Shop by Category | Search | Products | Go | Advanced

Home > Welcome to Airforce Advantage!

Products

- Building & Industrial
- Electronics & Technology
- Facilities & Supplies
- Furniture & Furnishings
- Law Enforcement, Fire & Security
- Office Equipment
- Office Supplies
- Office Supplies & Equipment FSSI
- Scientific & Medical
- Tools, Paint & Recreational
- Vehicles & Equipment

Services

- About Buying Services

2015 Calendars

GSA Global Supply®
Your Reliable Government Source

Learn More »

Click on "products" and then click on "services" on the drop down menu.

***If you have not logged out of AF Advantage and go back to make another order, you may see this screenshot instead of the one shown in GPC 1.**

GPC 3

The BPA categories listed below are open to your agency. Click on the **+** to expand and see all BPAs. Use the information and links below to find products, place orders, get quotes, and to perform market research!

- AF Executive Office and Conference Furniture

AF Wide executive office and conference furniture at all Continental United States (CONUS) regions to include Hawaii and Alaska. This includes wood furniture for private offices, conference tables, and reception.

[Waiver Form](#)
[Waiver Decision](#)
[Waiver Appeal](#)
[PD2 BPA Loading Instructions](#)
[PD2 BPA Call Instructions](#)

Contractor	Description	Agreement Information	Ordering
EXECUTIVE FURNITURE OF WASHINGTONDC FA8003-14-A-0006		Information	get quotes
MILLER'S OF COLUMBIA, INC FA8003-14-A-0005		Information	get quotes
SCS INTERGRATED SUPPORT SOLUTIONS FA8003-14-A-0004		Information	get quotes

[Click to view vendor catalog](#)

+ AF Tools and Parts Program

These pre-competted Blanket Purchase Agreements (BPAs) have been awarded by the Air Force Civil Engineering Commodity Council (CECC) for the supply of maintenance, repair, and operations (MRO) tools and parts for the DoD community. Products may be purchased using GPC and quotes may be obtained using eBUY RFQs. Air Force users can access the AFTAPP ordering guide and additional program information at the CECC EIM Page (CAC-enabled). Cardholder/Buyer assistance available via Program Mailbox.

+ AF Wide Filing and Storage furniture

AF Wide Filing and Storage furniture at all Continental United States (CONUS) regions to include Hawaii and Alaska.

[Mandatory Use Letter](#)
[AF Filing and Storage Ordering Guide](#)
[Waiver Form](#)
[Waiver Decision](#)
[Waiver Appeal](#)
[PD2 Loading External BPAs](#)

GPC 4

- AF Executive Office and Conference Furniture

AF Wide executive office and conference furniture at all Continental United States (CONUS) regions to include Hawaii and Alaska. This includes wood furniture for private offices, conference tables, and reception.

[Waiver Form](#)
[Waiver Decision](#)
[Waiver Appeal](#)
[PD2 BPA Loading Instructions](#)
[PD2 BPA Call Instructions](#)

Contractor	Description	Agreement Information	Ordering
EXECUTIVE FURNITURE OF WASHINGTONDC FA8003-14-A-0006		Information	get quotes
MILLER'S OF COLUMBIA, INC FA8003-14-A-0005		Information	get quotes
SCS INTERGRATED SUPPORT SOLUTIONS FA8003-14-A-0004		Information	get quotes

+ AF Tools and Parts Program

These pre-competted Blanket Purchase Agreements (BPAs) have been awarded by the Air Force Civil Engineering Commodity Council (CECC) for the supply of maintenance, repair, and operations (MRO) tools and parts for the DoD community. Products may be purchased using GPC and quotes may be obtained using eBUY RFQs. Air Force users can access the AFTAPP ordering guide and additional program information at the CECC EIM Page (CAC-enabled). Cardholder/Buyer assistance available via Program Mailbox.

+ AF Wide Filing and Storage furniture

AF Wide Filing and Storage furniture at all Continental United States (CONUS) regions to include Hawaii and Alaska.

[Mandatory Use Letter](#)
[AF Filing and Storage Ordering Guide](#)
[Waiver Form](#)
[Waiver Decision](#)
[Waiver Appeal](#)
[PD2 Loading External BPAs](#)

+ CMAAS-Continuum

The CDM Program selected by the user.

Step 1. Assign Category & Select Vendors

Search Criteria: **Executive Office**

Instructions: The following categories contain matches for the keywords entered. Select a "Category" that meets the criteria. If you choose, you may select multiple categories.

Source	Description
BPA	MAS Blanket Purchase Agreements (BPAs) - In order to support agencies with their strategic sourcing needs, MAS BPAs will be used by all agencies to fulfill requirements. MAS BPAs leverage the government's buying power.
Select "AF EXEOFFICE"	AF EXEOFFICE - AF Executive Office and Conference Furniture - AF wide executive office and conference furniture

GPC 5

Step 1. Assign Category & Select Vendors

Instructions: Listed below are vendors who currently have contracts under the Category you selected. Place a "check" next to the vendors whom you would like to quote on your RFQ. The vendors you select will receive an e-mail notice inviting them to quote on your requirements. You may request a quote from any or all vendors listed. In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors (if available). Remember, vendors are not required to submit a quote. **Reminder: Other vendors listed under this category may view and quote on the RFQ even if they have not been selected to receive an email invitation. In the event of a set-aside, ALL eligible vendors must be able to view the RFQ.**

If under \$3,000:
You may solicit quotes from a single vendor.

If over \$3,000:
You must select ALL vendors.

3 contracts

Category	Description
BPA	MAS Blanket Purchase Agreements (BPAs)
AF EXE/OFFI	AF Executive Office and Conference Furniture

Vendor	City, State	Socio-economic	Text File	Web page
<input checked="" type="checkbox"/> SCS INTEGRATED SUPPORT SOLUTIONS, LLC	MANASSAS, VA	Small Business Service Disabled Veteran Owned Small Business		
<input checked="" type="checkbox"/> MILLER'S OF COLUMBIA, INC.	COLUMBIA, SC	Small Business Women Owned business SBA Certified HUBZone Firm		
<input checked="" type="checkbox"/> EXECUTIVE FURNITURE OF WASHINGTON DC INC	SILVER SPRING, MD	Small Business Women Owned business		

Note: For purposes of ordering, IAW FAR 8.405-3(c)(2), the ordering activity may place orders at or below the micro-purchase threshold with any BPA holder that can meet the agency needs. Although not required to solicit from a specific number of schedule contractors, ordering activities should attempt to distribute orders amongst the current BPA holders. If an individual order is for \$3,001 to \$25,000, the GPC holder shall compete the order amongst all of the current BPA holders and issue a Call/Order to the lowest-priced Offeror. If an individual order is \$25,001 to \$150,000, the local contracting office will compete the order amongst the current BPA holders and issue a Call/Order to the lowest-priced Offeror.

GPC 6

Reminder: In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors for orders exceeding the micro-purchase threshold (FAR 8.405-1). Attach justification/documentation if restricting consideration to limited sources or limiting to an item peculiar to one manufacturer (i.e. brand name), as required by paragraphs (a) or (b) of (FAR 8.405-6).

Categories Selected:
BPA: FILEING - AF Wide Filing and Storage furniture

Vendors selected: 3

RFQ ID: RFQ850520

RFQ Title: (ex. Consulting services; Office supplies)

Delivery: (specify delivery expected)
 Deliver 0 days After Receipt of Order (ARO) (Products)
 Date of Award to Date of Completion (Services)
 Period of performance: through (Services)

Mfr. Part/Item #	Manufacturer	Product/Service Name	Qty	Unit	Ship Address	Change Address
		Leave this section blank.			(1)	Change
					(1)	Change
					(1)	Change

Description: Enter the Air Force Line Item Number into this field (located in the vendor catalogs).

Attached Documents: (You may attach a Statement of Work, limited source justification, or additional documentation as needed)

Attach Documents: Attach SOW, RFQ Worksheet, etc. (as needed).

NOTE: The Government Purchase Card (credit card) is the only method of payment accepted for orders placed through the e-Buy system. Buyers need to complete the RFQ process through e-Buy and follow local processes and procedures for creating purchase orders by using their own internal systems (ex: PD2).

GPC 9



The screenshot shows a website navigation bar with the following links: Home, Prepare an RFQ, My RFQs, Profile, e-Buy Guidance, e-Buy Training, and Log Off. Above the navigation bar are links for GSA Advantage!, e-Library, and ReverseAuctions. The main content area contains text about attaching documents and purchase thresholds. Two red arrows point from the text below to the 'e-Buy Guidance' and 'e-Buy Training' links in the navigation bar. A grey callout box with red text is overlaid on the bottom right of the screenshot.

GSA Advantage! | e-Library | ReverseAuctions

Home Prepare an RFQ My RFQs Profile e-Buy Guidance e-Buy Training Log Off

, proposals, etc., by clicking on "Attach Documents". You should also include any

chase threshold (FAR 8.405-1). Attach justification/documentation if restricting (FAR 8.405-6).

Select 'e-Buy Guidance' or 'e-Buy Training' to assist with any issues or questions you may have.

3.3 Process steps for Non-GPC orders

Table 3: AF-Wide Executive Office and Conference Furniture Decentralized Ordering Process Steps: Non-GPC Users

AF Executive Office and Conference Furniture Decentralized Ordering Process: <u>Non-GPC</u>			
Steps	Description	Completed By	Screenshots (see below)
1	Complete required fields within the RFQ on GSA e-Buy and select Continue.	Customer	Non-GPC 1 – Non-GPC 6
2	Submit RFQ, IGCE, and Purchase Request (PR) to Resource Advisor for funding	Customer	N/A
3	Receive RA’s certification that funding is available	Customer	N/A
4	Forward completed RFQ and acquisition package (i.e., RFQ, IGCE, SOW and PR) to local Contracting Office. NOTE: The SOW should include size, drawings, color, delivery instructions and any other detailed instructions to ensure all vendors are quoting identical products and services. Be aware that GSA e-Buy and PD2 are not linked (if a manual AF Form 9 needs to be entered in PD2).	Customer	Non-GPC 5 – Non-GPC 6
5	Submit RFQ to all 3 vendors via GSA e-Buy. Modify prior to submission, if applicable. Ensure Item Descriptions and Air Force Line Item Numbers are referenced consistently in RFQ and subsequent award document. Air Force Line Item Numbers must be the same as listed in the vendor’s online BPA catalogs. If you reference a specific manufacturer, a brand name justification (sole source letter or J&A) is required. Without a justification, there will be no guarantee that you will receive items from a specific manufacturer.	Local CONS	Non-GPC 5 – Non-GPC 6
6	Vendor(s) will respond to RFQ and submit quote(s) to the local Contracting Office.	Vendor	N/A
7	Receive/evaluate quotes; make award to lowest price using local contracting software (ex: PD2) and GSA e-Buy.	Local CONS	Non-GPC 7
8	The vendor receiving the BPA Call is to perform IAW terms and conditions of the BPA and BPA Call. Submit the invoice in WAWF. The AF FCC must be included as an Additional Notification in WAWF. Email address is AF.FCC.Executive.Off@us.af.mil .	Vendor	N/A
9	After delivery/acceptance of executive office and conference furniture, the customer accepts the invoice in WAWF.	Customer	N/A

***Refer to Screenshot Non-GPC 9 for assistance with any issues or questions.**

Non-GPC 1

Products

- Building & Industrial
- Electronics & Technology
- Facilities & Supplies
- Furniture & Furnishings
- Law Enforcement, Fire & Security
- Office Equipment
- Office Supplies
- Office Supplies & Equipment FSSI
- Scientific & Medical
- Tools, Paint & Recreational
- Vehicles & Equipment

Services

- About Buying Services
- Energy Services
- Environmental Services
- Facility Management Services
- Furniture Services
- Human Capital Services
- Office Services
- Professional Services
- Security & Law Enforcement
- Technology Services
- Training Services
- Transportation Services
- Travel Services
- Vehicle Buy/Lease Services

Message Center

Message: No Messages

Special Programs

Services

- AF Executive Office and Conferencing
- AF Wide Filing and Storage furn
- CMRAS-Continuous Monitoring as
- Email as a Service - Government
- Email as a Service - Private Cl
- Email as a Service - Provider F
- Email as a Service - Public Clo
- Email as a Service - Secret Enc
- Energy Services (CPES)
- FSSI Print Management-Device P1
- FSSI Print Management-Fleet Ass
- FSSI Print Management-Managed P
- FSSI Wireless
- IaaS-Cloud Storage
- IaaS-Virtual Machines
- IaaS-Web Hosting
- JANSAN - Cleaning Compounds and
- JANSAN - Motorized Floor Cleani
- JANSAN - Non-motorized Cleaning
- JANSAN - Paper Products and Rel
- MRO - Hardware
- MRO - Paints, Adhesives and Sea
- MRO - Tools and Tool Cabinets
- NITCP - Computers
- NITCP - Data Center Equipment
- NITCP - Mobile Solutions
- NITCP - Monitors

Click the "Services" drop down, then select "AF Executive Office and Conferencing Furniture".

Disaster Relief Products

Security Related Products

Ability One Products

GSA eBuy

Buying Services? Check out eBuy

Products

Services

View All Strategic Sourcing Offerings

Non-GPC 2

AIR FORCE Advantage!
Online Shopping

Welcome My Account | NSN Ordering | Get Quotes | Help | Logout

A service of the U.S. General Services Administration

Shop by Category Search Products Go Advanced

Home > Welcome to Airforce Advantage!

Products

- Building & Industrial
- Electronics & Technology
- Facilities & Supplies
- Furniture & Furnishings
- Law Enforcement, Fire & Security
- Office Equipment
- Office Supplies
- Office Supplies & Equipment FSSI
- Scientific & Medical
- Tools, Paint & Recreational
- Vehicles & Equipment

Services

- About Buying Services

2015 Calendars

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Click on "products" and then click on "services" on the drop down menu.

***If you have not logged out of AF Advantage and go back to make another order, you may see this screenshot instead of the one shown in Non-GPC 1.**

Non-GPC 3

The BPA categories listed below are open to your agency. Click on the to expand and see all BPAs. Use the information and links below to find products, place orders, get quotes, and to perform market research!

AF Executive Office and Conference Furniture

AF Wide executive office and conference furniture at all Continental United States (CONUS) regions to include Hawaii and Alaska. This includes wood furniture for private offices, conference tables, and reception.

[Waiver Form](#)
[Waiver Decision](#)
[Waiver Appeal](#)
[PD2 BPA Loading Instructions](#)
[PD2 BPA Call Instructions](#)

Contractor	Description	Agreement Information	Ordering
EXECUTIVE FURNITURE OF WASHINGTONDC FA8003-14-A-0006		Information	get quotes
MILLER'S OF COLUMBIA, INC FA8003-14-A-0005		Information	get quotes
SCS INTERGRATED SUPPORT SOLUTIONS FA8003-14-A-0004		Information	get quotes

[Click to view vendor catalog](#)

AF Tools and Parts Program

These pre-competes Blanket Purchase Agreements (BPAs) have been awarded by the Air Force Civil Engineering Commodity Council (CECC) for the supply of maintenance, repair, and operations (MRO) tools and parts for the DoD community. Products may be purchased using GPC and quotes may be obtained using eBUY RFQs. Air Force users can access the AFTAPP ordering guide and additional program information at the [CECC EIM Page](#) (CAC-enabled). Cardholder/Buyer assistance available via Program Mailbox.

AF Wide Filing and Storage furniture

AF Wide Filing and Storage furniture at all Continental United States (CONUS) regions to include Hawaii and Alaska.

[Mandatory Use Letter](#)
[AF Filing and Storage Ordering Guide](#)
[Waiver Form](#)
[Waiver Decision](#)
[Waiver Appeal](#)
[PD2 Loading External BPAs](#)
[PD2 BPA Call Instructions](#)

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[Waiver Decision](#)
[Waiver Appeal](#)
[PD2 BPA Loading Instructions](#)
[PD2 BPA Call Instructions](#)

Select "Get Quotes" next to any vendor to proceed to the next screen.

Contractor	Description	Agreement Information	Ordering
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MILLER'S OF COLUMBIA, INC FA8003-14-A-0005		Information	get quotes
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[PD2 Loading External BPAs](#)
[PD2 BPA Call Instructions](#)

CMAA-Continuum

The CDM Program set

GS&A eBuy

Step 1. Assign Category & Select Vendors

Search Criteria: **Executive Office**

Instructions: The following categories contain matches for the keywords entered. Select a "Category" that meets the criteria, you may select multiple categories.

Source	Description
BPA	MAS Blanket Purchase Agreements (BPAs) - In order to support agencies with their strategic sourcing, MAS BPAs are designed to be used by all agencies to fulfill requirements. MAS BPAs leverage the government's buying power.

Select "AF EXEOFFICE"

Category	Description
AF EXEOFFICE	AF Executive Office and Conference Furniture - AF Wide executive office

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GSA eBuy
GSA Advantage! | e-Library | ReverseAuctions

Home
Prepare an RFQ
My RFQs
Profile
e-Buy Guidance
e-Buy Training
Log Off

Step 1. Assign Category & Select Vendors

Instructions: Listed below are vendors who currently have contracts under the Category you selected. Place a "check" next to the vendors whom you would like to quote on your RFQ. The vendors you select will receive an e-mail notice inviting them to quote on your requirements. You may request a quote from any or all vendors listed. In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors (if available). Remember, vendors are not required to submit a quote.
Reminder: Other vendors listed under this category may view and quote on the RFQ even if they have not been selected to receive an email invitation. In the event of a set-aside, ALL eligible vendors must be able to view the RFQ.

BPA	MAS Blanket Purchase Agreements (BPAs)
Category	Description
AF EXEOFFICE	AF Executive Office and Conference Furniture

3 contractors are available.

Make sure all 3 vendors are selected, then click "Submit"
➔
Submit

	Vendor	City, State	Socio-economic	Text File	Web page
<input checked="" type="checkbox"/>	SCS INTEGRATED SUPPORT SOLUTIONS, LLC	MANASSAS, VA	Small Business Service Disabled Veteran Owned Small Business		
<input checked="" type="checkbox"/>	MILLER'S OF COLUMBIA, INC.	COLUMBIA, SC	Small Business Women Owned business SBA Certified HUBZone Firm		
<input checked="" type="checkbox"/>	EXECUTIVE FURNITURE OF WASHINGTON DC INC	SILVER SPRING, MD	Small Business Women Owned business		

Submit

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Reminder: In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors for orders exceeding the micro-purchase threshold (FAR 8.405-1). Attach justification/documentation if restricting consideration to limited sources or limiting to an item peculiar to one manufacturer (i.e. brand name), as required by paragraphs (a) or (b) of (FAR 8.405-6).

Categories Selected:
BPA: FILING - AF Wide Filing and Storage furniture

Vendors selected: 3
✖ Remove Category

RFQ ID: RFQ850520 Check if you are seeking sources or information only.

RFQ Title: (ex. Consulting services; Office supplies)

Delivery: (specify delivery expected)

Deliver 0 days After Receipt of Order (ARO) (Products)

Date of Award to Date of Completion (Services)

Period of performance: _____ through _____ (Services)

Line Items: (Enter specific line items below)

Mfr, Part/Item #	Manufacturer	Product/Service Name	Qty	Unit	Ship Address	Change Address
		Leave this section blank			(1)	Change
					(1)	Change
					(1)	Change

Add Additional Items

Description: (Include description, quantity, units, and any evaluation criteria). Click here for more info on ordering procedures for Services.

Enter the Air Force Line Item Number into this field (located in the vendor catalogs).

Attached Documents: (You may attach a Statement of Work, limited source justification, or additional documentation as needed)

Attach SOW, RFQ Worksheet, etc. (as needed).

Attach Documents

Shipping Address:

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The "RFQ Detail" page provides a summary of all RFQ activity.

Instructions: To view a quote, click on the "Quote ID". Quotes may be reviewed prior to the closing date, but no award can be made. Please try to evaluate and respond to each quote within 15 days of the RFQ closing.

To send the quotes, you can move the RFQ from the "Active" folder by clicking the "Re-Issue RFQ". You may view the attachments by clicking on the "Attachments" link.

At any time while the RFQ is "Open", if you need to answer questions that should be shared with all vendors, you can click the "Send Q&As" link to attach applicable files.

If you do not have the authority to make an award, eBuy provides the option of forwarding the RFQ to another person in the office. This can be done by clicking on the "Forward RFQ" link.

At any time, while the RFQ is "Open", you may modify the contents of the RFQ. To modify, click "Modify RFQ" link

Buttons visible: [SEND Q&As](#) | [FORWARD RFQ](#) | [MODIFY RFQ](#) | [CANCEL RFQ](#)

Quote ID	Vendor	Date Rec'd	Total Quote	Quote Status	Vendor Notified	Quote good until	PO	Attachments	Buyer Notes
RFQ76253-HBV	BRIGHT LIGHTS SECURITY CORP	04/23/2009	\$2,750.00	Pending Response	05/15/2009	05/15/2009	n/a	Guard Services and Products	Left Value
RFQ76253-H									Left Value
RFQ76253-D									Left Value
RFQ76253-S									Left Value

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When you have reviewed all quotes and are ready make an award decision, you can click on the "Award-Notify Vendor" button or "Do Not Award-Notify Vendor" button.

To award a vendor click on the "Award-Notify Vendor" button. Clicking this button generates an email message to the seller, alerting them of the award decision.

If you chose not to award a seller, click the "Do Not Award-Notify Vendor" button.

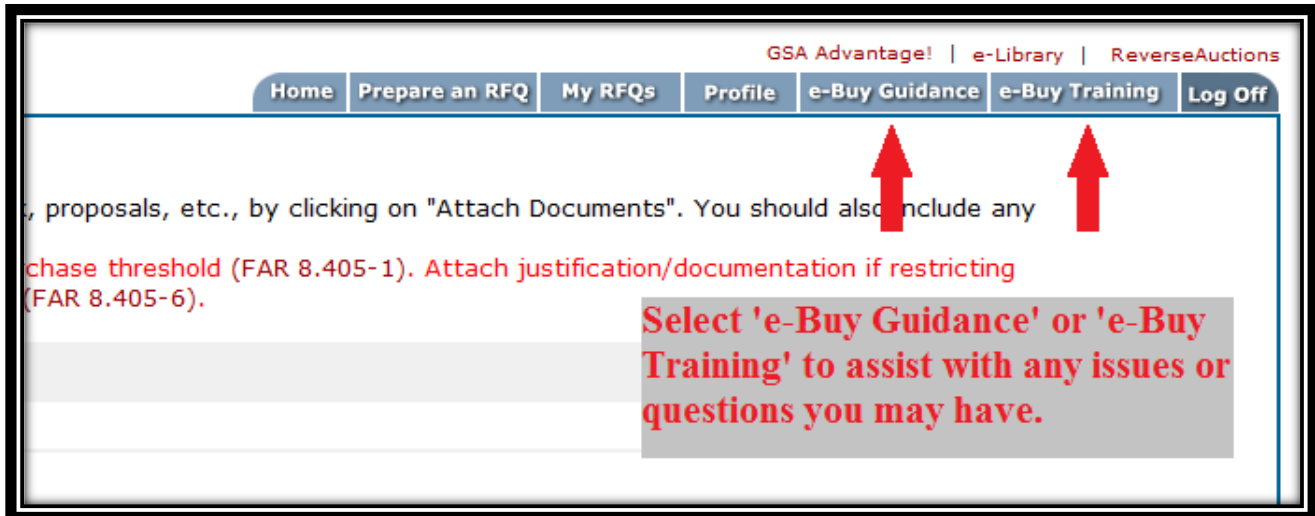
NOTE: Selecting this button does not obligate funds. You may generate a purchase order online using eBuy or go offline and use your agency's order and payment system.

Buttons visible: [Award - Notify Vendor](#) | [Do Not Award - Notify Vendor](#)

Quote ID: RFQ76253-HBV
 Vendor: BRIGHT LIGHTS SECURITY CORP INC
 Contract Number: 05-SF-5559 Expires: 09/21/2010
 Total Quote Price: \$82,750.00
 This quote is good until: 05/15/2009 11:00:00 AM EDT
 Prompt Pay: 0 Days 0%
 FOB: Destination
 Trade-Economic: s
 DUNS: 123456789

NOTE: The Government Purchase Card (credit card) is the only method of payment accepted for orders placed through the e-Buy system. Buyers need to complete the RFQ process through e-Buy and follow local processes and procedures for creating purchase orders by using their own internal systems (ex: PD2).

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4.0 Decentralized Ordering Process (Guidance for Local Contracting Office)

The BPAs were awarded against GSA Federal Supply Schedule contracts; therefore, the process for placing orders must be consistent with the procedures outlined in FAR Part 8.4 and DFARS 208. Synopsis is not required IAW FAR 5.202(a)(11).

After quotes are received, confirm that the price is IAW the minimum BPA discount. Issue a BPA Call to the vendor who submitted the LPTA (or best value if other factors are considered).

4.1 Procurement Desktop 2 (PD2) Instructions

Screen shots are provided in Attachments 4 and 5 to assist in creating BPA shells and releasing Decentralized BPA Calls.

4.2 Fair Opportunity

All BPA requests for quotes that are greater than the micro purchase level must be posted on GSA “e-Buy” to provide fair notice to all BPA awardees as required by DFARS 208.40.

4.3 Match Existing Furniture with AF-Wide BPA Holder

A BPA waiver submitted to “match existing” furniture may be authorized IAW FAR 8.405-6, however, a waiver will not be approved if replacing a whole office or conference room, for example. “Match existing” furniture waiver requests will be reviewed on a case by case basis.

IAW DFARS 208.4, BPA Calls estimated over \$150,000 shall be posted on e-Buy with the required brand name justification and approval (J&A).

4.4 FAR Compliance

FAR Part 8 takes precedence over FAR Parts 13, 14, 15, and 19 since the BPAs are issued against the GSA FSS. FAR Part 13 (Simplified Acquisition Procedures) except 13.303; Part 14 (Sealed Bidding); Part 15 (Contracting by Negotiation); and Part 19 (Small Business Programs) do not apply.

COs are required to maximize competition in situations where only one offer is received for acquisitions above the Simplified Acquisition Threshold (SAT) IAW the most recent 27 Apr 11 DPAP memo “Improving Competition in Defense Procurements—Amplifying Guidance”.

4.5 Contract Performance Assessment Report (CPAR)

The AF FCC is the assessing official and will prepare an annual CPAR. The decentralized ordering office shall monitor performance of the order IAW FAR and local policy. Any performance feedback (positive or negative) should be communicated to the AF FCC via email, AF.FCC.Executive.Off@us.af.mil. The AF FCC is responsible for overall assessment of the viability of the sourcing strategy as well as documenting the past performance of the associated BPA vendors.

4.6 Administration of Orders (Order Closeout)

Closeout and maintenance of orders shall remain the responsibility of the decentralized ordering office, unless otherwise noted. Notification that closeout of an order is complete must be provided to the AF FCC, AFFCCFilingStorage@wpafb.af.mil, once accomplished. The BPA vendor shall work in partnership with the government to ensure closeout is timely.

5.0 Warranty Procedures

Vendors shall warrant the products it manufactures against defects of material and workmanship under normal use and service for a minimum of ten years from date of install. Contact vendor for specific information regarding all standard commercial warranties. All RFQs and orders shall require a copy of the warranty terms and conditions, which shall be kept on file with the using organization. The using organization shall ensure a copy is provided to the Contracting Officer if purchased using a Contracting Officer-run process.

Attachments:

1. AF Executive Office and Conference Furniture BPA Ordering Guide, Atch 1, Waiver Form
2. AF Executive Office and Conference Furniture BPA Ordering Guide, Atch 2, Waiver Decision Form
3. AF Executive Office and Conference Furniture BPA Ordering Guide, Atch 3, Waiver Appeal Form
4. AF Executive Office and Conference Furniture BPA Ordering Guide, Atch 4, Procurement Desktop 2 (PD2) Shell Load Instructions
5. AF Executive Office and Conference Furniture BPA Ordering Guide, Atch 5, Procurement Desktop 2 (PD2) Call Instructions.

6. Product Order Report